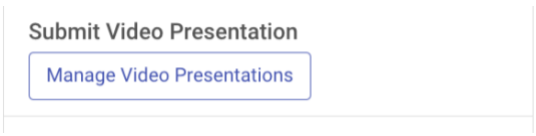
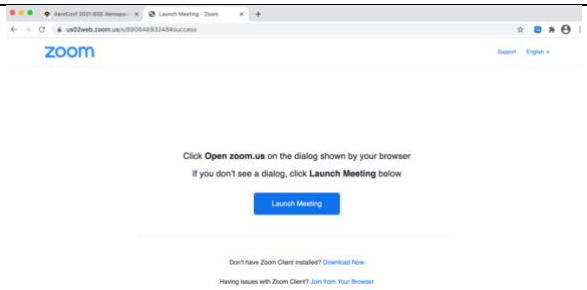
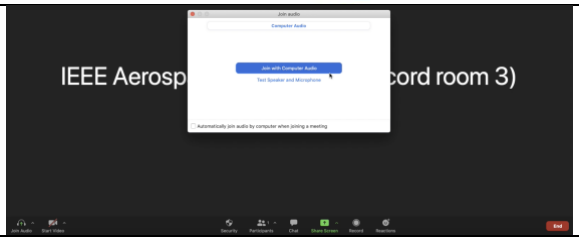
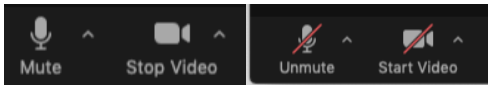
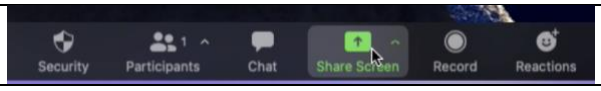
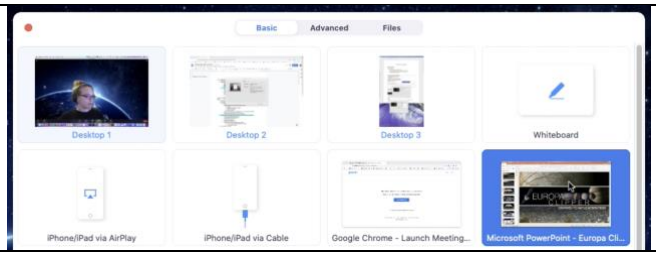
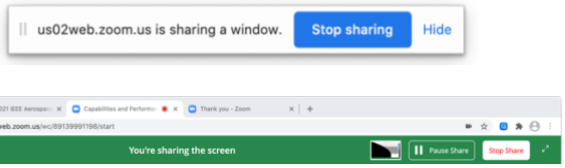
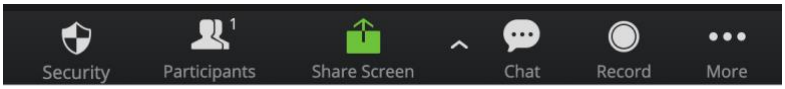
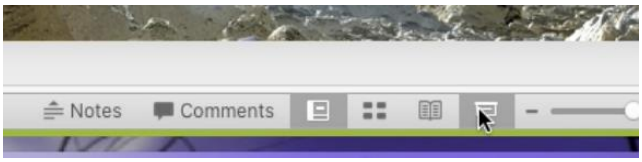
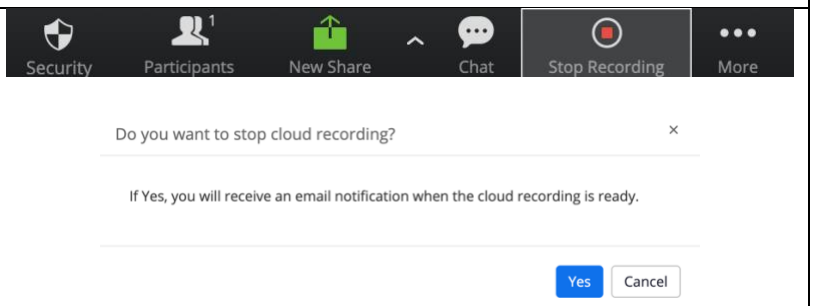
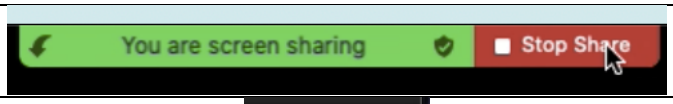
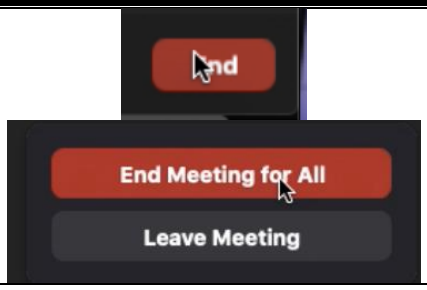
Instructions for Recording your 2021 IEEE Aerospace Conference Presentation

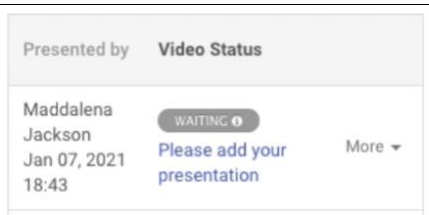
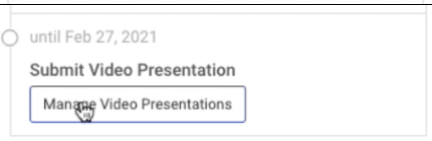
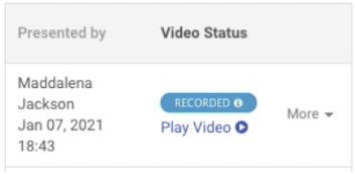
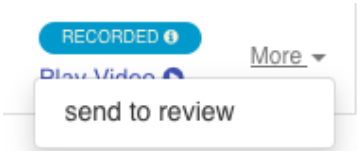
With Chrome browser

System Requirements:

- Chrome browser installed & updated to latest version
- MacOS: allow Chrome to record your screen (enable in System Preferences >> security & privacy)
- Computer with working microphone (camera strongly encouraged)

Launch Chrome browser	
On the Aerospace Conference website, go to "My Submissions" (see right, or use this direct link).	
Click on the paper for which you want to record a video presentation, and scroll to the bottom of screen. On the left hand side, click the "Manage Video Presentations" button to enter the presentation recording area.	
To add a new recording, click the "Add new video presentation" button. This will open a new browser tab that will run Zoom (but will not begin recording yet).	
You may need to enable pop-ups in your browser. You may need to enable access to your microphone and camera in your browser. Click on the "Launch Meeting" button, then "Join from your browser."	
You will be placed into a special zoom meeting (you are the only attendee). Here you will present and record your talk. Please select "Join with Computer Audio." If you have an external headset or microphone, you will see options for those and can use those if desired.	
Turn on the microphone and camera (when you have done this, the icons will look like the "CORRECT" image at right). *Note: hit the up-arrows next to the microphone and video icons to select which audio and video inputs Zoom is using or confirm that the correct inputs are selected*	 CORRECT INCORRECT
Click the "Share Screen" button at the bottom of the window	

You will be prompted to select which screen or application to share. Select Power Point (or whichever application that you used to make your presentation), and then click “Share” at the bottom-right of the window.	
You will see a message that Zoom is sharing a window. Your presentation is now being shared. In the browser window, at the top, you will see a green banner that says “You’re sharing your screen”. You are not recording yet.	
When you are ready to start recording your talk, in the browser, at the bottom, select “Record”. **This will begin the recording, so please be ready!** **Make sure you do this step or your recording will be empty!**	
Hit the Slide Show button in Power Point to enter into Presenter Mode. *If you have more than one screen, please make sure that Zoom is not recording the “presenter view” mode (which shows upcoming slides and notes). The screen you are recording is the screen with the Zoom controls.*	
While your Session Organizer is not with you to give you a time check, you will be limited to a 20 minute presentation, and you don’t want to get cut off before you are done! Please prepare in advance so that you can give your talk in 20 minutes.	**Record your talk** ***20 minute limit***
When you are finished, in the browser, select “Stop Recording.” When prompted, confirm that you want to stop cloud recording by clicking “Yes”. (This step will not be recorded by Zoom in the final video.)	
You may now end your screen share	
When you are back to the standard zoom room, you may hit the “End” button and then “End Meeting for All” at the lower right to close the Zoom meeting and post the video to the Aerospace Conference website. Make sure to do this to ensure that the recording is processed.	

Back on the conference website, you will see an entry for the presentation you just recorded.	
Hit the "Manage Video Presentations" button to refresh the page until you see your video posted (will take a minute or so, depending on your internet connection)	
When your video has posted, it will look like this. Please play your video back to confirm that 1) Screen recording, audio, and video were captured successfully 2) Your entire presentation was captured 3) You are satisfied with your recording	
You may save up to 5 videos at one time. When you have a version of your presentation that you are happy with, click "Send to Review" to submit that version for review. *Only the first/corresponding author can submit the presentation for review*.	

Tips and Tricks

- Record a very short test video to practice the steps and confirm that your audio, video, and screen recording are working correctly.
- You may make as many attempts as you wish, although after 5 videos you will need to delete your previous attempts.
- Practice the timing of your talk in advance to ensure that you do not go over the 20 minute recording!
- MacOS: if you have not used Zoom through Chrome before, you will need to enable it in System Preferences >> Security & Privacy >> Privacy tab (allow Chrome to use your microphone, camera, and record screen).
    - Chrome will prompt you to update this setting and take you directly to the correct menus within System Preferences, but it will not take effect until you restart Chrome, which will require you to restart the recording process.
    - This is one of the reasons we recommend recording a test video or two!